



U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

FEDERAL CORRECTIONAL INSTITUTION
JESUP, GEORGIA 31599

NUMBER: JES5267.07

DATE: June 30, 2003

SUBJECT: VISITING REGULATIONS

Institution Supplement

1. PURPOSE AND SCOPE The purpose of this institution supplement is to establish local visiting regulations and procedures for the Federal Correctional Institution(FCI), the Federal Satellite Low(FSL), and the Federal Prison Camp (FPC) at Jesup, Georgia. This institution supplement must be read in conjunction with the directives affected.
2. DIRECTIVES AFFECTED
 - A. Federal Bureau of Prison's Program Statement 5267.07, Visiting Regulations, dated April 4, 2003, is referenced.
 - B. Federal Bureau of Prison's Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates, dated March 6, 1998, is referenced.
 - C. Correctional Services Manual 5500.09, dated October 27, 1997, is referenced.
 - D. Federal Bureau of Prison's Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999 is referenced.
 - E. Federal Bureau of Prison's Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas, dated June 30, 1997, is referenced.
 - F. Institution Supplement JES 5500.09, Chapter 6.1, Front and Rear Entrance Procedures, dated June 10, 1999, is referenced.
 - G. Institutional Supplement JES 5180.04C, Central Inmate Monitoring System, dated November 15, 2000, is referenced.
 - H. Institutional Supplement JES 5267.05.B, Visiting Regulations, dated July 20, 2000, is rescinded.
3. STANDARDS REFERENCED

American Correctional Association Standards For Adult Correctional Institutions 4th Edition: 4-4156 (3-4149), 4-4267 (3-4255), 4-4275 (3-4263), 4-4285 (3-4272), 4-4498 (3-4440), 4-4499 (3-4441), 4-4500 (3-4442), 4-4501 (3-4443), 4-4503 (3-4445), and 4-4504 (3-4446).
4. DESCRIPTION OF IMPLEMENTATION

A. Visiting Procedures:

1. The visiting schedule for the FCI will be Thursday through Monday and all federal holidays from 8:00 a.m. to 3:00 p.m. The visiting schedule for FSL will be Thursday through Sunday and all federal holidays from 8:00a.m. to 3:00 p.m. Visiting for Special Housing Unit inmates will terminate at 2:00 p.m. The FCI visiting room will be closed on Tuesday and Wednesday. All regular visits will be conducted in the institution visiting room. An inmate must present his commissary I.D. card to the visiting room officer prior to entering the visiting room.
2. The visiting schedule for the FPC will be Friday evenings from 4:45 p.m. (or as soon as count clears) until 8:30 p.m., and Saturday, Sunday and all federal holidays from 8:00 a.m. until 3:00 p.m. Smoking will not be permitted in the visiting room. The visiting patio is designated as the smoking area. An inmate must present his commissary I.D. card to the visiting room officer prior to entering the visiting room.

NOTE: Visitors to the camp are not permitted on the institution property prior to 6:30 a.m. on weekends and federal holidays, or 4:30 p.m. on Fridays. Visitors may park in the FPC parking lot after 6:30 a.m. and 4:30 p.m. but are not permitted to exit their vehicle prior to 7:45 a.m. on weekends and federal holidays and 4:45 p.m. on Fridays. Any persons exiting their vehicle prior to these times will have their visiting privileges revoked for that visiting day.

3. Inmates will be authorized eight (8) visiting points per month. One (1) point will be deducted for each weekday visit and two (2) points will be deducted for each holiday and weekend visit. Points are deducted by visiting days and not by the number of visits per day. Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. Attorney legal visits and Clergy visits by the Minister of Record are "free" and will not be charged against the "points per month" limit. Unused points from one month cannot be forwarded to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting and the appropriate point(s) will be charged. The point system does not apply to FPC inmates. For visiting purposes, FPC inmates confined to the Special Housing Unit are subject to the same visiting rules as FCI and FSL inmates.
4. Upon a visitor's arrival at the institution, the Front Lobby Officer will

require proper identification of all visitors, both inmate and official. Visitors must have two forms of identification, one being a picture I.D. (i.e., driver's license or other official I.D. cards). The officer will also verbally confirm that each visitor is not in possession of alcohol, narcotics, firearms, ammunition, or any unauthorized items. Visitors will be advised of proper disposition procedures if found in possession of any item referenced and the Lieutenant's Office will be notified. The visitor(s) must complete a "Notification to Visitor" form (BP-CUS-30, Title 18, United States Code, Chapter 87, Section 1791) prior to entering the visiting area. The Front Lobby Officer will verify that the inmate is at this facility by reviewing the inmate roster provided by the control center officer each visiting day. The Front Lobby Officer will then verify that the visitor(s) is on the inmate's approved visiting list by accessing the inmate's visiting file on the visitation computer. The officer will also verify the information on the completed Notification to Visitor Form. If there are any differences (i.e. birthday, address, social security number) a copy of this form will be forwarded to the inmate's unit team. The team will make all necessary corrections and will enter the correct information into the visitation computer.

- a. If a visitor's name does not appear on the roster provided or is not in the visitation computer, the visitor will not be authorized into the institution. If the visitor is an immediate family member (mother, father, brother, sister) the Front Lobby Officer will contact the Unit Team for verification via the inmate's Pre-Sentence Investigation. If the visitor is not immediate family, the inmate's Unit Manager, in his/her absence the Operations Lieutenant or the Staff Duty Officer, will be notified. The Front Lobby Officer will then initiate the Visitor Denial Form (Attachment 1). Copies of the Visitor Denial Form must be forwarded to the Captain and the inmate's unit team. The Unit Team will maintain the Visitor's Denial Form in Section III of the inmate's central file.

NOTE: Under no circumstances shall a visitor be allowed to view the computer screens, an inmate's visiting list nor should they be told who is or is not on an inmate's visiting list.

5. Visitors at the FCI and FSL will be required to pass through the metal detector prior to their entry into the institution. Visitors to the FPC may be

randomly screened using the hand-held transfrisker. The Front Lobby Officer will report to the Operations Lieutenant or the Staff Duty Officer any visitor refusing to be processed through the metal detector. The Operations Lieutenant and/or the Staff Duty Officer will make a final determination of whether or not to allow the visit to take place.

6. All visitors at the FCI and the FSL will be photographed, and stamped with "invisible ink" prior to being admitted into the institution. All visitors at the FPC must have a current picture identification. Once all paperwork has been completed and the visitor is approved, the officer will direct the visitor to the visiting area. After the visit has been completed, each visitor's hand will be inspected for the "invisible ink" under the black light before departing the visiting room.
7. A maximum number of four (4) adult visitors, excluding children, may visit an inmate at one time. The Unit Manager (or in his/her absence, the Staff Duty Officer and/or the Operations Lieutenant) will have authorization to approve additional visitors under special circumstances (i.e., out of town, long distance traveled, etc.).
8. There are times when certain visitors are on the visiting lists of more than one inmate (i.e., immediate family members, spouse, child, brother, etc.). If a visitor is on the approved visiting list of more than one inmate, they will ordinarily not be allowed to visit more than two (2) inmates at the same time.
9. The number of people allowed in the visiting room at one time will be determined by the Staff Duty Officer in consultation with the Operations Lieutenant based on the safety and security needs of the institution, not to exceed the posted limit. **TO INSURE COMFORTABLE VISITATION FOR INMATES AND VISITORS AT THIS INSTITUTION, PAST EXPERIENCE HAS PROVEN THAT THE MAXIMUM SAFE CAPACITY OF THE VISITING ROOM AT THE FCI IS 180, THE FSL IS 150, AND THE FPC IS 80 PEOPLE.** Weather permitting, the patio area of the visiting room will be utilized to increase the maximum safe capacity of the visiting room.
10. Visits may be limited to a minimum of one (1) hour. After a minimum of one (1) hour, the Visiting Room Officer will notify the Operations Lieutenant or the Staff Duty Officer that terminating visit(s) is needed in

order to accommodate all awaiting visitors. Consideration will be given to those visitors who visit infrequently and/or have traveled long distances. These visitors will be among the last to be terminated. The Operations Lieutenant or Staff Duty Officer will have final approval for the termination of all visits.

11. Qualification As a Regular Visitor:

Regardless of the institution's security level, the inmate must have known the proposed visitor(s) prior to incarceration. The Warden must approve any exception to this requirement. Inmates requesting exception to the prior relationship requirement, must submit an "Inmate Request to a Staff Member" to the Warden.

Inmate's children under sixteen (16) years of age do not have to be on an approved visiting list; however, they must be accompanied by an approved adult. All visitors over the age of sixteen (16) years of age must have an NCIC background check completed prior to being included on the inmate's approved visiting list. Children ages sixteen (16) and seventeen (17) do not have to be accompanied by an adult; however, they must bring written approval of a parent, legal guardian or immediate family member at least 18 years of age before entering the institution. All visitors will be expected to maintain control of their children at all times. Inmates will be responsible for the behavior of all children visiting them. If children in the visiting room become a nuisance to the orderly operation of the visiting room, the visit may be terminated.

12. Visiting Room Regulations:

- a. Inmates and visitors alike must remember "Visiting is a family activity and good conduct is expected at all times". Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are allowed within the limits of "good taste" and then only at the beginning and the end of a visit. Indecent, annoying, or excessive conduct will not be tolerated. Inmates who violate visiting regulations may have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer. All areas of the visiting room, including restrooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All inmates should be made aware that they are responsible for their visitor's behavior.

- b. All visitors are to be dressed appropriately for visiting. All visitors, including children, must wear shoes at all times. All women must wear undergarments (bra, etc). The following items of clothing are inappropriate for visiting at the Federal Correctional Institution (FCI), the Federal Satellite Low (FSL), and the Federal Prison Camp (FPC) at Jesup, Georgia. Shorts (male and female), skirts - above the knee skirts or culottes, halter tops or halter dresses, strapless dresses/tops, tank tops, wrap skirts, spandex pants, skirts, tights, sleeveless shirts, hats, military clothing (military personnel excepted), sheer blouses and/or other apparel of a revealing nature. Visitors' personal property allowed to be taken into the visiting room is as follows:

- Change purse (clear)
- Money (\$20.00 maximum/no bill denomination over \$5.00)
- Comb/hair brush
- Baby bottles (must be clear plastic)
- Diapers (reasonable amount), baby powder, ointment & small blanket
- Baby Food (not to exceed 6 containers)
- Baby Clothes (one set)
- Medication (Life maintenance, i.e., heart, epileptic medication, etc. only. At the FCI and FSL, these medications will be maintained by the Visiting Room Officer. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)
- Jewelry worn in by the visitor (not to be removed)
- Sweater/light jacket
- Reasonable amount of feminine hygiene items.

- c. Visitors will not be allowed to bring into the visiting room the following items:

- Magazines, newspapers, books, photographs, photo albums, personal business forms, etc.
- Baby strollers or carriers
- Billfold or wallet
- Sunglasses
- Games/Toys
- Pens or Pencils
- Umbrellas

- Wheelchairs - visitors' wheelchairs will be temporarily exchanged for an institution wheelchair.
 - Cigarettes, cigars or any other tobacco items
- d. Vending machines are available in the visiting area for visitors' use and to purchase items for inmates. They provide an assortment of sandwiches, candy, coffee, sodas, and snack items. The vending machines will be operated by visitors only. No food or beverages will be allowed to be brought into the visiting room by a visitor or an inmate. The Visiting Room Officer is not responsible for losses incurred or the malfunction of the vending machines. Visitors are cautioned to use the machines at their own risk. Reimbursement is not guaranteed.
- e. All other personal property will be secured in the visitor's personal vehicle or in the property lockers located in the front lobby. The Front Lobby Officer will issue the visitor a locker key after the visitor signs the Visitor's Locker Key Log (Attachment 4). All items authorized for entrance into the visiting room will be searched by the Front Lobby Officer. Visitors will not be allowed to leave money for deposit into an inmate's account or remove any item (picture ticket or food) from the visiting room at the conclusion of a visit.
- f. The method by which staff will make written guidelines available to visitors; in order to ensure that a visitor is aware of the above policy is as follows: The Front Lobby Officer will have each adult visitor (Sixteen years of age and older) sign a Notification to Visitors form. Prior to the initial visit each visitor is mailed a copy of Attachment 6 with the Visitor Information and Authorization form (BP-309); clearly outlining the rules and regulations. Attachment 6 also contains a verbatim copy of 18U.S.C. 1791 and 3571.

B. LEGAL VISITS

1. An attorney visit for an inmate will be verified and coordinated by the Unit Team at least 24 hours in advance. If approved, the attorney will be permitted to visit during regularly scheduled visiting days and hours. Attorneys requesting visits with inmates on non-visiting days or after normal visiting hours will be

accommodated insofar as time, security, and manpower constraints permit, ordinarily with 24 hours advance notice. All attorney visits approved by the Unit Team will be entered into the visiting program as a legal visitor by the Unit Counselor unless they have been previously entered as a regular visitor. Attorneys may be allowed to bring pertinent paperwork into the visiting area but may **not** leave any paperwork with the inmate.

2. Attorneys will be required to provide proper identification prior to the visit. Proper identification will be a valid driver's license with photograph. Attorneys must also have a current Bar Association card to classify as an attorney legal visit.

NOTE: Recording equipment or cameras will only be authorized on the premises with advanced coordination through the Captain and written permission from the Warden.

C. OTHER VISITS

1. The Warden has delegated the Unit Manager authority to approve visits for immediate family members for 30 days after the inmate has completed the Admission and Orientation Program. The Chaplain may also coordinate visits for clergy members. An inmate wanting to receive visits for his or her minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list, and will not count against the total number of social visits allowed. Clergy (minister of record) visits will be accommodated in the visiting room during regularly scheduled visiting hours and , to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. However, visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. The Unit Manager may approve extra visiting points due to special or unique circumstances. If extra visiting points are approved, he/she will immediately enter the additional point(s) into the visiting computer and document the extra point(s) on the Inmate's Activity Log in the central file.

D. APPROVAL/DENIAL OF VISITS

1. The approved visiting list of an inmate transferring into this institution from another facility will be used as long as the Visitor's Information Request Forms are in the central file with all of the required information. The Visitor's Information Request Form and Authorization for Release Form will be checked to ensure that the National Crime Information Center (NCIC) Report has been conducted. The NCIC report must be attached to the Visitor Request Form. These forms will be filed in Section II of the FOI section of the inmate's central file.
2. Transfer inmates and new commitment inmates will be required to follow the guidelines below:
 - a. During the Unit Admission and Orientation (A&O) Program, the Unit Counselor will discuss visitation procedures with each new inmate. These procedures will also be discussed at the institution Admission and Orientation Program. An Inmate 30-Day Visitation Form (Attachment 3) will be issued to each inmate during their A&O. The information obtained from the 30 Day Visitation Form must be verified from the inmate's Pre-Sentence Investigation (PSI) by the inmate's Unit Counselor. If the PSI verifies that prospective visitors are immediate family members (mother, father, step-parent, or guardian, sister, brother, children, or spouse, including common-law relationship which has previously been established in a state which observes such status), the visitors will be approved for 30 days from the date of his A&O. The Unit Counselor has five (5) working days to enter the pre-approved visitors in the visitation computer as a "special visitor". Requested immediate family members not listed in the PSI will not be approved as a "special visit" on the inmate's visiting.
 - b. The Unit Counselor will provide each new inmate with an Authorization for Release (Visitor) and a Visitor Information Form for each prospective visitor (including immediate family) which he is requesting as a visitor. The inmate must have established relationship with prospective visitors prior to their incarceration. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed

visitor is reliable and poses no threat to the security or good order of the institution. The inmate must submit an "Inmate Request to Staff" to the Warden, requesting an exception to the prior relationship rule. Only the Warden may approve any exceptions. The inmate is responsible for preparing the appropriate forms and submitting them to the prospective visitor. These forms must be completed and signed by the prospective visitor and returned directly to unit staff, specifically, the Unit Counselor. Each inmate will be informed that the 30 days includes sufficient time for the Authorization for Release and Visitor Information forms to be received by the Unit Counselor and the NCIC report completed. If these forms are not received within the 30-day period, the "special visitor" privileges will be suspended until such time that the appropriate forms are received at the institution and an investigation (NCIC) is completed and cleared.

- c. The Visitor Request Form must be received within the 30 day period allowing staff to perform the investigation (NCIC). The Unit Counselor will inform the inmate of the approval or denial of the visitor. The inmate is responsible for notifying the visitors of the decision.
- d. When the Visitor Request Form has been received from the prospective visitor, a proper NCIC investigation will be conducted. If the visitor clears the investigation, they will be added to the inmate's approved visiting list. The inmate will receive a new copy of his visiting list. The Visitor Information Request Forms will be maintained in Section II of the FOI - Exempt section in the inmate's central file. If the investigation reveals that the individual has a criminal history, and no identifiable disposition is available on the NCIC, the Unit Counselor will send the Request for Disposition Information to the proper agency or the prospective visitor for disposition information.
- e. The Unit Counselor shall notify the inmate of each approval or disapproval of a prospective visitor. The inmate will receive a new copy of his visiting list which will include the new approved visitor. The Warden, or his designee, will have the authority to deny placement of a prospective visitor on an inmate's approved visiting list. Any request for visitation of an individual with a felony

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must be approved by the Warden, or his designee. If the inmate disagrees with a visit denial, he may request an Administrative Remedy (BP-9).

- f. The Unit Counselors are responsible for updating and maintaining a current and accurate computer visiting list for each inmate. This will ensure that all visitors in the visiting computer system have been cleared through an NCIC. An original copy of the current approved visiting list will be kept on top of section III of the inmate's central file.
- g. An inmate will be required to have his commissary identification (I.D. card) with him when he reports to the visiting room. The Visiting Room Officer will identify the inmate by comparing the picture on the commissary card. The Visiting Room Officer will keep the inmate's commissary card during the entire visit. Upon completion of the visit, the same identification procedures will be followed.
- h. Visiting lists of inmates who are out of the institution on court trips, writs, furloughs, etc., will remain in the visiting room computer. When an inmate is transferred from this institution, the Unit Counselor will ensure a current copy of the inmate's visiting list is placed in the inmate's central file.
- i. The Unit Manager has primary authority to approve or deny an inmate visitor who arrives at the FCI, FSL, or FPC that is not on the inmate's approved visiting list. After checking the visitation computer for documentation, the Unit Manager, or in the absence of the unit team, the Operations Lieutenant, in consultation with the Staff Duty Officer, will make the decision to approve or deny the visit. If the visit is denied, the Visitor Denial Form (Attachment 1) will be completed and forwarded to the inmate's unit team.
- j. Inmates on Holdover status will have a visiting list prepared within five (5) working days after arrival, however, the approved visitors will be limited to their immediate family only.
- k. Persons suspected to be under the influence of drugs or alcohol, or to be in the possession of contraband for

intended purposes of introduction, will not be permitted entry into the institution and the visit will be disallowed. In accordance with Program Statement 5510.09, Searching Detaining or Arresting Persons Other than Inmates, the use of a breathalyzer to test a visitor can only be conducted upon the approval of the Warden, Acting Warden, or the Administrative Duty Officer. Local law enforcement authorities may be notified in instances where the visitor is being denied visiting privileges due to excessive use of alcohol.

E. INMATE DRESS AND PROPERTY PERMITTED IN THE VISITING AREA

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1. The appearance of any inmate who enters the visiting room will be neat and clean at all times. Authorized clothing for the FCI and FSL visiting room will be khaki shirt, pants, belt, socks, underwear, and institution issued shoes, or approved soft shoes, with a permit from Health Services.
 2. Authorized clothing for the FPC visiting room will be institution issued shirt, pants, belt, socks, underwear, and personal shoes.
 3. Inmates will enter the visiting area through the shakedown room. Only authorized personal property (listed below) will be authorized into the visiting room after being properly inventoried and recorded on the Visiting Room Inmate Property Log (Attachment 2).
 - a. One (1) comb
 - b. Handkerchief
 - c. Wedding Band
 - d. One (1) Religious Medallion
 - e. Religious headgear (if authorized by the Chaplain)
 - f. One (1) pair prescription glasses
 - g. Inmate's Commissary I.D. Card (kept by the visiting room Officer)
 - h. Two (2) cigars
 4. Smoking materials will not be carried out of the visiting room by an inmate upon the completion of a visit. An inmate's personal property will be re-inventoried prior to releasing the inmate to the compound.

5. All inmates at the FCI and FSL will be strip searched before entering the visiting room. FPC inmates will be pat searched prior to entering the visiting room. At the conclusion of the visit, all inmates housed at the FCI and FSL will be strip searched before re-entering the general population. Inmates at the FPC will be pat-searched, and randomly strip searched at the conclusion of their visits.

F. SPECIAL CONCERNS OF THE VISITING ROOM OFFICERS:

1. **Hospitalized Inmates:**

- a. When visitors come to see an inmate who is housed in the Health Services Unit (HSU), the Health Services Administrator, in consultation with the Captain, will determine whether a visit may take place and, if so, whether it should be held in the HSU or some other location. When the Health Services Administrator recommends against the visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the medical staff will inform the visitor of the denial of the visit.
- b. Inmates under escort and hospitalized in the community will not receive visitors unless authorized by the Warden, the Captain, and the Health Services Administrator.
- c. Normal visiting procedures will be followed: The visitor will complete a "Notification to Visitor" form and will be searched with a hand-held transfrisker checked out from the control center. Only immediate family, who are on the inmate's approved visiting list, may visit. The length of the visit may not ordinarily exceed one (1) hour per authorization.
- d. The visit will be entered into the log book, and all forms will be brought back to the institution for retention.
- e. General visiting rules and regulations of the hospital will be observed at all times and may supersede these guidelines.
- f. Inmates on medical furlough and hospitalized in the

community may receive visitors in accordance with local hospital visiting policy.

2. **Inmates in Detention/Segregation/Holdover Status:** Inmates in Detention/Segregation/Holdover status and their visitors will be required to be seated near the visiting room officer. Visiting for these inmates will terminate 1 hour prior to the end of regular visiting hours.
 - a. Staff assigned to the Special Housing Unit (SHU) are responsible for knowing the procedures set forth in Institutional Supplement 5180.04C, Central Inmate Monitoring System. SHU staff will utilize SENTRY to insure an inmate housed in the SHU does not have any separation issues (i. e. an inmate from the FSL housed in the SHU with a separatee at the FCI).
 - b. Inmates who have been verified as protective custody status inmates because there is threat to their safety will make their request to visit through their unit team. These inmates will not be allowed to visit in the visiting room, but in the Receiving and Discharge (R&D) area of the Inmate System Department. The pre-arranged visit will be supervised by unit staff, last no longer that 2 hours, and will not interfere with R & D's daily functions. Unit staff shall be responsible for the coordination of the visit to include an approval memo to be sent to the Captain, SHU Lieutenant, Front Entrance, R&D, and the original to the central file.
 - c. Inmates with the above status will make their request to their unit team and will indicate the date and time their visitors will be arriving. Inmates will not be authorized to use the restroom that their visitors use and will be responsible for informing their visitors that the visit shall last no longer than 2 hours, prior to the visitor's arrival.
3. **Special Visit Request:** On occasions, individuals come to the institution during normal visiting hours to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. If the visit is approved, unit staff on duty must enter the visitor into the computer system as a "special visit" with the appropriate information. The assigned Visiting Room Officer will be responsible for supervising the visit. In cases where there are extenuating circumstances and unit staff are not

available, the Operations Lieutenant, in consultation with the Staff Duty Officer, will be contacted to render the final decision. When this occurs, it will be the responsibility of the Staff Duty Officer to:

- a. Notify the inmate of the decision.
- b. Prepare a memorandum for the inmate's central file, via the appropriate Unit Manager, specifying the circumstances upon which the visit was either approved or denied.

In addition, there may be times when an inmate makes a request to have visitors come to the institution during non-visiting days or hours. If approved, the unit staff on duty must enter the visitor into the computer system as a "special visit" with the appropriate information. The unit staff approving this type of request is responsible for supervising the visit.

4. **Searching Visitors:** Staff may require visitors to submit to a search of personal effects, including personal property in their possession, as a condition of allowing or continuing a visit. Per Program Statement 5510.09, "Searching/Detaining of Non-Inmates; Arresting Authority; Use of Metal Detectors," only the Warden, Acting Warden, or Administrative Duty Officer can authorize staff to conduct a pat or visual search of a visitor.

5. **Supervision of Visits:**

- a. It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. Visits not conducted in the appropriate manner may be terminated by the Visiting Room Officer with prior approval of the Operations Lieutenant and the Staff Duty Officer.
- b. Visiting room officers shall be aware of any article passed between an inmate and visitor. If there is a reasonable basis to believe materials are being passed which constitute nuisance contraband, or are otherwise in violation of institution regulations, the Visiting Room Officer is to examine the item(s). The Operations Lieutenant should be consulted in questionable cases. The Operations Lieutenant must be notified if staff believe contraband (i.e., drugs, weapons) has been passed.

G. TEMPORARY SUSPENSION OF VISITING PRIVILEGES:

The following procedures shall be followed to notify an inmate and his involved visitor(s) that the inmate's visiting privileges have been temporarily suspended as a result of misconduct in the visiting room.

1. If an incident, serious in nature, occurs between an inmate and an approved visitor(s), the Visiting Room Officer shall notify the Operations Lieutenant. The visit will be terminated and an incident report written, if appropriate. The Operations Lieutenant will submit a memorandum to the Unit Manager notifying that an inmate's visiting privileges with the involved visitor(s) have been temporarily suspended. The Unit Team will immediately remove the listed visitor from the inmate's approved computer visiting list. A copy of this memorandum will also be sent to the Front Lobby Officer and the original placed in the inmate's central file in the visiting section, Section II of the FOI-Exempt section.
2. A member of the inmate's unit team shall verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
3. The unit team shall prepare a letter for the Warden's signature to the involved visitor(s), notifying him/her that the inmate's visiting privileges have been temporarily suspended.
4. Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden (Programs) to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden. At the FPC, the Camp Administrator will prepare a memorandum to the Warden.
5. If the Discipline Hearing Officer (DHO) sanctions the suspension of visits for an inmate, the DHO shall notify the Unit Team for immediate corrections to be made to the visiting computer system.

H. PHOTOGRAPHS:

Inmates may purchase tickets from the commissary for the purpose of obtaining photographs of themselves and family in the visiting room. Photographs will be taken by an authorized inmate photographer. Photographs will be taken on weekends and holidays. All photos will be in good taste. Group pictures (two or

more inmates) are not authorized, except for immediate family members. Visitors will not be allowed to take picture tickets from the visiting room.

5. ATTACHMENTS

- A. Attachment 1 - Visitor Denial Form
- B. Attachment 2 - Visiting Room Inmate Property Log
- C. Attachment 3 - Inmate's 30 Day Visitation Form
- D. Attachment 4 - Visitor's Locker Key Log
- E. Attachment 5 - Visitation Log In/Out Sheet
- F. Attachment 6- Visitor's Regulations Handout

6. OFFICE OF PRIMARY INTEREST. Correctional Services.

Robert E. McFadden
Warden

DISTRIBUTION: Warden
Executive Staff
Department Heads
Inmate Law Library
SERO
AFGE

**JES
ATTACHMENT 1**

**FCI/FSL/FPC, JESUP, GEORGIA
INMATE VISITOR DENIAL FORM**

On (Date), _____, at _____(a.m.)(p.m.), the following
inmate visitor, (Mr.)(Mrs.)(Ms.)_____

was denied entrance into the institution. The visitor arrived at

the institution to visit _____
(inmate name)

(Reg. No.)

The visit was denied for the following reason:

_____ No identification
_____ Not on Visiting List
_____ Under age without Parent/Guardian
_____ Other:_____

Comments:_____

Prior to Denial: Unit Team of Duty Officer was notified
and approval given _____
Operation's Supervisor notified_____

Front Lobby Officer

To be maintained in Central File
cc: Captain

FCI/FSL/FPC, JESUP, GEORGIA
VISITING ROOM INMATE PROPERTY LOG

[illegible]

**JES
ATTACHMENT 3**

INMATE 30 DAY TEMPORARY VISITING FORM

You need to submit a visiting list to your counselor whether you were a transfer of a new commitment to this facility. All individuals, including immediate family, will be required to fill our appropriate visiting forms. These forms must be sent directly to your Unit Counselor by the prospective visitor. If you have any questions regarding this procedure, please address your questions to your Unit team.

Please list your requested visitors in the space provided below.

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____
Inmate Name: _____

Unit: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____

Name: _____
Address: _____

Relationship: _____
Date of Birth: _____
Reg. No. _____

JES
ATTACHMENT 4

DATE_____

VISITOR'S LOCKER KEY LOG

VISITOR'S NAME	KEY NUMBER	CHECK OUT	CHECK IN	STAFF SIGNATURE
	Z01			
	Z02			
	Z03			
	Z04			
	Z05			
	Z06			
	Z07			
	Z08			
	Z09			
	Z10			
	Z11			
	Z12			
	Z13			
	Z14			
	Z15			
	Z16			
	Z17			
	Z18			
	Z19			
	Z20			

JES
ATTACHMENT 5

Daily Visitation Log In/Out Sheet

Visiting Room Officer: _____ Date: _____

Name	Reg. #	Unit	Job	Notified	In	Out	Adults	Children
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

**JES
ATTACHMENT 6**

Federal Correctional Institution
Jesup, Georgia
Visiting Regulations
Visitors Handout

Visiting schedule for the FCI will be Thursday through Monday and all federal holidays from 8:00 a.m. until 3:00 p.m. Visiting schedule for the FSL will be Thursday through Sunday and all federal holidays from 8:00 a.m. until 3:00 p.m. The FPC visiting schedule will be Friday evenings from 4:45 p.m.(or as soon as count clears) until 8:30 p.m., and Saturday, Sunday and all federal holidays from 8:00 a.m. until 3:00 p.m.

The institution's address is as follows: 2600 U.S. HWY. 301 South, Jesup, Georgia, just off U.S. highway 301 South. From Savannah, take interstate 16 to interstate 95 South, then take exit 14 (at Richmond Hill), turn left on highway 17 south. Go five miles and turn right onto highway 196 to Hinesville. From 196, turn onto highway 84 to Hinesville, Ludowici, and Jesup. In Jesup, veer to the left (Go under railroad underpass) onto highway 301 South, which leads to the institution. The drive from Savannah is approximately 65 miles. From Jacksonville, Florida, take interstate 95 north to Jesup. In Jesup, turn left (at the first traffic light) on highway 301 south, which leads to the institution. The drive from Jacksonville is approximately 100 miles; from Brunswick, approximately 40 miles.

If arriving by air, fly into Brunswick, Georgia, which is approximately 50 minutes from the institution. The airports in Savannah, Georgia, and Jacksonville, Florida, provide more flights for the traveler; however, both airports are further from the institution. There are car rentals, taxis, and limousine services available at the airports and there are two taxis services available once you reach the city of Jesup.

Upon a visitor's arrival at the institution, the front entrance officer will require proper identification. Visitors must have two forms of identification, one being a picture I.D. (i.e., driver's license or other official I.D. card).

All visitors are to be dressed appropriately for visiting. All visitors, including children, must wear shoes at all times. All women must wear undergarments (bra, etc). The following items of clothing are inappropriate for visiting at the Federal Correctional Institution's at Jesup, Georgia: Shorts (male or female), skirts-above the knee skirts or culottes, halter tops or halter dresses, strapless dresses/tops, tank tops, wrap skirts, spandex pants, skirts, tights, sleeveless shirts, hats, military clothing (military personnel allowed), sheer blouses and/or other apparel of a revealing nature. Visitors personal property allowed to be taken into the visiting room is as follows:

- Money (\$20.00 maximum) no bill denominations over \$5.00)
- Comb/hair brush
- Baby bottles (must be clear plastic)
- Diapers (reasonable amount), baby powder, ointment \$ small blanket
- Baby Food (not to exceed 6 containers)
- Baby Clothes (one set)
- Medication (Life maintenance, i.e., heart, epileptic medication, etc. only. At the FCI, these

medications will be maintained by the Visiting Room Office. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)

- Jewelry worn in by the visitor
- Sweater/light jacket
- Reasonable amount of feminine hygiene items.

Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

Visiting is a family activity and good conduct is expected at all times. Socially acceptable gestures of communication and affection, such as shaking hands, a brief kiss and embrace, are allowed within the limits of "good taste" and then only at the beginning and the end of the visit.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. However, at the FCI, only five adult visitors are allowed to visit at one time. The Staff Duty Officer has the prerogative to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate is made. Visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others.

Visitors are not allowed to bring in food items. There are vending machines in the visiting room from which food snacks can be purchased. Individuals with medical problems which require them to carry medication into the visiting room must inform the visiting room staff of their condition and receive permission to carry the medication into the visiting room.

Pillows, blankets, or strollers will not be allowed. Inmates may not receive money through the visiting room. All monies for an inmate must be mailed into the institution through the U. S. Postal Service.

Cameras or recording devices will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an inmate photographer.

Inmates may only take a comb, handkerchief, ID card, plain wedding ring, and religious medallion into the visiting room.

Inmates are required to wear institutional clothing. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) statement in English or Spanish will be

refused entry into the institution. The visitor must sign this form in the presence of a staff member. A visual search will be made of all carry-in items of a visitor. The visitor will be present during the time all items are being searched. It may be necessary for staff to check a visitor with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 20 years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Visiting Regulations:

1. All visitors must be on the inmate's approved visiting list.
2. All visitors must have appropriate photo identification.
3. All visitors must complete the Bureau of Prisons Custodial Form 30, Notification to Visitor in its entirety prior to each authorized visit.
4. All visitors will be required to clear a metal detector search and will be subject to search of their person and personal items.
5. Visitors will be responsible for the behavior of their children in the visiting area.
6. Any visitors who depart the visiting area prior to the conclusion of the day will not be authorized re-entry.

Items **NOT** authorized in the Visiting Room:

1. Pens, pencils, sunglasses, hats, hair wraps, scarves of any type with the exception of the "hijab," combs, brushes, toys, food, beverages, written messages, gifts, pictures, cards, phone cards, credit cards, etc.
2. Cosmetics of any kind, lipstick, eye liner, lip gloss, chapstick
3. Pagers, cellular phones, any type of recording devices, cameras
4. Baby strollers or carriers
5. Wallets, pocketbooks
6. Cigarettes, cigars, or any other tobacco items

In keeping with the Surgeon General's warning that cigarette smoking is hazardous to your health, the visiting room and outside areas will be designated as "No Smoking" due to the fact that spouses, children and friends are exposed to heavy smoke in a relatively confined area. By doing this, visitors will have the opportunity to visit in a smoke-free environment.